



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army (USAG) Baden-Wuerttemberg Command Policy #53, Signage on USAG Baden-Wuerttemberg Army Installations

1. PURPOSE: To establish the policy and procedures for hanging temporary signs along fence lines within the USAG Baden-Wuerttemberg Army area of responsibility (AOR).

2. APPLICABILITY: This policy applies to all tenant organizations assigned to or stationed on Army installations that would like to display signage on installation fence lines for advertising and non-advertising purposes. Violation of this policy will result in the signage being removed immediately without your knowledge or consent.

3. PROCEDURES:

a. Individuals or organizations desiring to display signs and banners of an advertising or non-advertising nature may complete an on-line application located on the USAG Baden-Wuerttemberg homepage and email the completed application to (DL USAG Baden-Wuerttemberg DPTMS) or pick up an application at Patton Barracks bldg. 110, basement (USAG-BW DPTMS office) and return completed application at least 7 days prior. This includes personal messages, welcome home signs, support to the troops, etc. The Garrison Commander (GC) or his designated representative will make a judgment in the spirit of this policy and the appropriateness of the message content. The GC or designated representative will also determine location of signs and banner. Signs, posters or banners approved under this paragraph will not be displayed longer than 30 days or duration of event and the removal is the responsibility of the requesting individual or organization. This includes removal of all ribbons, tape, balloons, etc., from the area to which they were affixed. These items will not block the guard's line of sight, create a blind spot or traffic hazard. The length and height of the sign will not exceed 4 feet by 4 feet.

b. The following organizations are permitted to display advertising signs, posters, and banners in the immediate vicinity of their business without written approval: AAFES Shoppettes, Barber Shops, Beauty Salons, Food Court concessionaires, FMWR activities, and the Thrift Store. There is no liability on the part of the garrison for sign damage or removal. Signs not securely attached will be removed. No cups in fencing are authorized.

c. Permanent signs are not authorized to be affixed to the fence unless covered by Army regulation.

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4. VIOLATIONS: Violators affixing signage to fences on USAG Baden-Wuerttemberg Army installations will have their signs removed and disposed of without prior consent and will not be allowed to post further signs.

5. The point of contact for this memorandum is the Director of Plans, Training, Mobilization and Security (DPTMS) at DSN: 373-1330 or civilian (06221)17-1330.



BRYAN D. DECOSTER
COL, MI
Commanding

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